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DD/S&T-962-71

30 March 1971

MEMORANDUM FOR: Chairman, Agency Task Force on Reports Reduction

SUBJECT: S&T Directorate Goals

1. This memorandum is in response to your request of 12 November 1970 (PPB 70-2244) for an interim report of progress and projection of accomplishments towards a \$17,000 reduction goal for administrative/management reports in this Directorate.

2. The reports management inventory, previously submitted, consisted of Directorate requirements (approximately 38%) with the balance (62%) attributable to regulatory requirements.

3. Within the Directorate required reports we have eliminated two reports and managed cost savings in another resulting in a savings of \$6,400. We expect future saving, as yet unidentified, of \$6,600. Total cost savings in this area are estimated at \$13,000.

4. In the area of regulatory required reports we estimate a future cost savings of \$4,000 due to the availability of the Automated Budget Control System for use in conjunction with the submission of the Office Budget Estimates and the Combined Program Call.

DD/S&T Representative

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